Sending Faxes

Overview

Sending faxes from the UCP allows you to send a fax directly from your desktop. In order to do this, the image or document you wish to fax should be saved as a .pdf on your desktop

Sending a Fax

How To Send a Fax

Create one or more PDF or TIFF files on your computer. Multiple pages and/or multiple documents are acceptable and will be merged to create one fax (but not one fax document, each document uploaded with be one page or more)

To send a fax click the **Send Fax** button in the Fax widget:

image2017-3-10%2014%3A31%3A26.png?version=1&modificationDate=1489167086000&api=v2&

Basic options include **Destination**, whether to use a **Coversheet**, and the **Document(s)**. (If you enable the coversheet, additional options will appear.)

image2017-3-10%2014%3A27%3A53.png?version=1&modificationDate=1489166873000&api=v2&

Destination

Enter the fax number of the recipient.

Coversheet

This is **Off** by default. Click the switch to toggle the **on/off** setting.

If the switch is set to **On**, additional fields appear:

image2017-3-10%2014%3A32%3A31.png?version=1&modificationDate=1489167151000&api=v2&

The information you enter will appear on the cover sheet.

- **Recipient Name:** The name of the person you are sending the fax to.
- **Message:** A short message to include in the cover sheet.
- **My Name:** The sender's name is pulled from User Management settings, but you can override it here.
- **My Telephone:** The sender's phone number is pulled from the User Management settings, but you can override it here.
- **My Email:** The sender's e-mail address is pulled from the User Management settings, but you can override it here.

Document(s)

Documents must be in PDF or TIFF format.

A single fax can contain one or more documents. There are two ways to upload documents to be included in your fax:

- Click the **Upload Document** button to select a file from your computer,
- *OR* drag and drop files from your computer to the **Drag New Documents Here** area.

The uploaded file(s) will appear in a list:

image2017-3-10%2014%3A35%3A2.png?version=1&modificationDate=1489167302000&api=v2&e

- To view a file, click the pdf-symbol.png?version=1&modificationDate=1489163631000&api=v2 button.
  To remove a file from the list, click the trash-symbol.png?version=1&modificationDate=1489167321000&api=v2 button.

Send

When ready to send the fax, click the **Send** button.

image2017-3-10%2014%3A39%3A0.png?version=1&modificationDate=1489167540000&api=v2&e

Once send has been clicked the Fax interface will send you directly to the **Outgoing** folder.

image2017-3-10%2013%3A29%3A27.png?version=1&modificationDate=1489163367000&api=v2&

When a fax has been sent successfully, it will be moved to the **Sent** folder. If it fails to send and all retry attempts have been exhausted, it will be moved to the **Failed** folder.

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